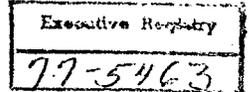




THE SECRETARY OF COMMERCE  
Washington, D.C. 20230



AUG 8 1977

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16 Aug  
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Dear Admiral Turner:

The Metric Conversion Act of 1975 (P.L. 94-168) declares a national policy to coordinate and plan the increasing use of the metric system in the United States, and to establish a United States Metric Board to coordinate voluntary conversion to the metric system. Section 6(1) of that Act requires the U.S. Metric Board to consult with and take into account the views, interests, and metric conversion costs of Federal agencies.

Since the Federal Government is an important participant in the metrication effort, I believe that an interagency committee should be established to provide appropriate Federal coordination and policy guidance in metric activities, and to serve as liaison with the U.S. Metric Board. Such coordination and liaison in the public interest can minimize uncertainty and confusion concerning metric change-over plans of the Federal Government, thereby eliminating unnecessary expenditures and other economic wastes both by Federal agencies and by non-Federal agencies whose metric plans need to be coordinated with those agencies. In short, such an interagency committee would serve to increase the benefit/cost ratio of U.S. voluntary conversion to metric usage.

As background, the Interagency Committee on Standards Policy (ICSP), which is chartered and chaired by Commerce, over two years ago established a Metrication Subcommittee to prepare for coordination of Federal agency metric standards conversion programs. The subcommittee soon recognized that standards conversion was only part of each agency's prospective metric conversion activities. Even so, the Department of Commerce extended invitations to all agencies interested in those activities to designate "Metric Coordinators" to prepare their agencies for metric conversion. To date, 43 agencies have appointed such coordinators who have been working with the ICSP Metrication Subcommittee. (Enclosure 1 is a list of these "Metric Coordinators.") However, few of them are believed to have broad policy-making responsibility, particularly in the field of metrication generally.

It became apparent to the ICSP's Metrication Subcommittee and the Metric Coordinators that they could not effectively make the high-level policy decisions required to effectuate the overall, broad metric conversion programs contemplated by the Metric Conversion Act. Accordingly, they requested the ICSP to recommend establishment of an independent, high-level Interagency Committee on Metric Policy. At its plenary meeting on September 15, 1976, the ICSP voted unanimously to recommend the establishment of such a new Committee, with the further suggestion that the ICSP would be available for consultation on standards matters by that Committee, if established.

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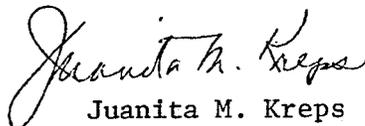
I concur with the ICSP recommendation to establish a high-level Interagency Committee on Metric Policy. Enclosure 2 to this letter is a draft charter for such a Committee. As this draft charter indicates, the primary functions of the Committee are to: collect and analyze data; provide Executive Branch liaison with the U.S. Metric Board; prepare, as appropriate, recommendations regarding coordination of Federal agency metric conversion plans and policies including interaction with private sector, State and local government metric interests; seek to strengthen Federal agency metric coordination; and, with the agreement of the agencies concerned, attempt to resolve differences among Federal agencies in implementing metric conversion programs.

The draft charter provides that the grade level of agency representatives on the Committee would be "Level IV" or higher, with alternates accepted at GS-17 or higher. Such high-level representation is desirable because of the need to discuss and make broad policy recommendations affecting agency-wide activities, and to facilitate appropriate interaction with the U.S. Metric Board. (The Board's Executive Director may hold a rank up to "Level III.") The Committee would be responsible to me and would be chaired by my Assistant Secretary for Science and Technology, Dr. Jordan J. Baruch.

Accordingly, I request your views regarding the establishment of an Interagency Committee on Metric Policy by the Department of Commerce. Also, any comments you would like to make on the provisions of the enclosed draft charter would be welcomed. I would appreciate receiving such views and comments by August 30, 1977, if possible.

If agency responses support creation of this Committee, I shall establish the Committee for an initial two-year period, and shall transmit to the Heads of agencies which indicate an interest in becoming members of the Committee a copy of the final charter together with a request that such agencies designate a representative (and alternate, if desired) to the Committee.

Sincerely,



Juanita M. Kreps

2 Enclosures

Admiral Stansfield Turner  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

AGENCY METRIC COORDINATORS

Robert A. Owen  
 Director, Special Projects Div.  
 Foreign Agricultural Service  
 U.S. Department of Agriculture  
 Room 6535, South Building  
 Washington, D.C. 20250  
 202-447-5531

Jeffrey V. Odom  
 Office of Weights and Measures  
 National Bureau of Standards  
 Room A209 MET  
 Washington, D.C. 20234  
 301-921-3677

Donald R. Mitchell  
 Deputy Director  
 Defense Materiel Spec. & Standards Office  
 Department of Defense  
 Cameron Station  
 Alexandria, Virginia 22314  
 202-274-7061

Floyd A. Davis  
 Program Manager  
 U.S.O.E. Metric Education Program  
 R.O.B. 3/Room 5640  
 Washington, D.C. 20202  
 202-245-3352

Arthur S. Newburg  
 Acting Director, Office of Program  
 Planning and Administration  
 Dept. of Housing & Urban Development  
 Washington, D.C. 20410  
 202-755-5530

Hollis B. Vail  
 Department of the Interior  
 Office of Management Consulting  
 18th and C Streets, NW.  
 Washington, D.C. 20240  
 202-343-7544

Frank Sturniolo  
 Security and Admn. Programs Staff  
 Office of Management and Finance  
 U.S. Dept. of Justice, Room 6523  
 Constitution Avenue and 10th St., NW.  
 Washington, D.C. 20530  
 202-739-2091

Bruce Millen  
 Senior Social Service Advisor  
 Office of the Asst. Secy. for  
 Policy, Evaluation and Research  
 U.S. Department of Labor  
 200 Constitution Avenue, NW., R. S-2310A  
 Washington, D.C. 20510  
 202-523-6049

John C. Fry  
 Director, Office of Bilateral and  
 Multilateral Programs  
 Bureau of Oceans and International  
 Environmental and Scientific Affairs  
 U.S. Department of State  
 Washington, D.C. 20520  
 202-632-0374

Robert L. Paullin  
 Department of Transportation  
 Office of the Secretary  
 TST-25, Room 9414  
 400 Seventh Street, SW.  
 Washington, D.C. 20590  
 202-426-4224

Robert R. Fredlund  
 Director of Administrative Programs  
 Department of the Treasury  
 Room 2438, Main Treasury Building  
 15th and Pennsylvania Avenue, NW.  
 Washington, D.C. 20220  
 202-566-2881 STAT

[REDACTED]  
 Chief, Developing Nations Div.  
 Office of Economic Research  
 Room 4F38 Headquarters  
 Central Intelligence Agency  
 Washington, D.C. 20505

[REDACTED] STAT

Samuel L. Brown  
 Asst. Director for Statistical Planning  
 Bureau of Accts. and Statistics  
 Civil Aeronautics Board  
 Washington, D.C. 20428  
 202-673-5148

-2-

Charles H. Atherton  
Secretary  
The Commission of Fine Arts  
708 Jackson Place, NW.  
Washington, D.C. 20006  
202-343-5324

(Vacant)  
Commodity Futures Trading Commission  
1120 Connecticut Avenue, NW.  
Washington, D.C. 20036  
202-254-8955

Alan O. Mann  
Senior Management Analyst  
Office of Administration  
Community Services Administration  
1200 19th Street, NW., Room B436B  
Washington, D.C. 20506  
202-254-5330

James I. Price  
Bureau of Engineering Sciences  
Consumer Product Safety Commission  
5401 Westbard Avenue, Room 900  
Bethesda, Maryland 20207  
301-492-6524

Eldon I. Nowstrup  
Division of Operational and  
Environmental Safety  
Mail Stop E-201  
Energy Research & Development Admin.  
Washington, D.C. 20545  
301-353-5641

John A. Alter  
Management and Organization Division  
PM-213, Room 443, WSMW  
U.S. Environmental Protection Agency  
401 M Street, SW.  
Washington, D.C. 20460  
202-755-0855

Albert H. Hamilton  
Government Affairs Officer  
Export-Import Bank of the United States  
Washington, D.C. 20571  
202-382-2179

Paul C. Redmer  
Director, Administrative Division  
Farm Credit Administration  
490 L'Enfant Plaza, SW.  
Washington, D.C. 20578  
202-755-4394

Ronald S. Stone  
Technical Standard Branch  
Research & Standards Division  
Office of Chief Engineer  
Federal Communications Commission  
2025 M Street, NW.  
Washington, D.C. 20554  
202-634-6624

Thomas R. Daugherty  
Chief, Research Services Division  
National Energy Information Center  
Energy Information and Analysis  
Federal Energy Administration  
Washington, D.C. 20461  
202-566-9025

Andrew H. Weissler  
Deputy Director  
Bureau of Industry Economics  
Federal Maritime Commission  
1100 L Street, NW.  
Washington, D.C. 20573  
202-523-5863

Walter S. Lusby  
Office of Energy Systems  
Federal Power Commission  
Washington, D.C. 20426  
202-275-4806

John M. Denkler  
Staff Director for Management  
Federal Reserve System  
Washington, D.C. 20551  
202-452-3764

Robert H. Jones  
Chief, Administrative Services  
Federal Trade Commission  
Washington, D.C. 20580  
202-523-3699

-3-

Grant E. Beattie  
 Chief, Specification Management Branch  
 Standards Control and Support Division  
 Federal Supply Service  
 General Services Administration  
 Washington, D.C. 20406  
 202-557-0506

Joseph A. Palank  
 Director of Engineering  
 U.S. Government Printing Office  
 North Capitol and H Streets, NW.  
 Washington, D.C. 20401  
 202-275-2400

Martin E. Foley  
 Director, Bureau of Traffic  
 Interstate Commerce Commission  
 Washington, D.C. 20423  
 202-275-7348

Floyd D. Hedrick  
 Chief, Procurement and Supply Division  
 Library of Congress  
 Building 159, Washington Navy Yard Annex  
 Washington, D.C. 20541  
 202-426-5180

Peppino N. Vlannes  
 Deputy Director  
 Scientific and Technical  
 Information Office  
 National Aeronautics and Space Admn.  
 Washington, D.C. 20546  
 202-755-3551

Paul E. Long  
 Acting Director of Administration  
 National Labor Relations Board  
 Washington, D.C. 20570  
 202-254-9200

Laurids Porse  
 Office of Standards Development  
 Nuclear Regulatory Commission  
 Washington, D.C. 20555  
 202-443-6927

Richard J. Kanyan  
 Director  
 Office of Administrative Services  
 Securities and Exchange Commission  
 Washington, D.C. 20549  
 202-523-5980

Robert J. Moffitt  
 Deputy Chief  
 Industrial Support Services Division  
 Office of Procurement Assistance  
 Small Business Administration  
 1441 L Street, NW.  
 Washington, D.C. 20416  
 202-653-6637

Phillip K. Reiss  
 Director, Facilities Planning and  
 Engineering Services  
 Smithsonian Institution  
 Astral Building, North  
 955 L'Enfant Plaza  
 Washington, D.C. 20024  
 202-381-6333

Edward H. Lesesne  
 Director of Water Management  
 Tennessee Valley Authority  
 448 Evans Building  
 Knoxville, Tennessee 37902  
 615-852-3788

Robert P. Walker  
 Management Analyst  
 United States Information Agency  
 Washington, D.C. 20547  
 202-724-9559

Norris A. Lynch  
 Director, Office of Trade and Industry  
 U.S. International Trade Commission  
 Washington, D.C. 20436  
 202-523-0405

-4-

John J. Wise  
Assistant Postmaster General  
Research and Development Department  
U.S. Postal Service  
1171 Parklawn Drive  
Rockville, Maryland 20852  
301-443-6019

Robert W. Poe  
Deputy Director, Supply Service  
Department of Medicine and Surgery  
Veterans Administration  
Washington, D.C. 20420  
202-389-2247

Henry Kelly  
Office of Technology Assessment  
Congress of the United States  
Washington, D.C. 20510  
202-224-0743

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DEPARTMENT OF COMMERCE

Charter of  
The Interagency Committee on Metric Policy

Establishment

1. The Interagency Committee on Metric Policy (hereinafter the "Committee") is hereby established to advise the Secretary of Commerce and the Heads of other Federal agencies.
2. The Committee will be responsible and report to the Secretary of Commerce.

Purpose and Scope

The purpose of the Committee is to coordinate and provide policy guidance regarding U.S. Government efforts to implement metric conversion, and to serve as liaison with the United States Metric Board (which is to be established pursuant to the Metric Conversion Act of 1975). The objective of the Committee shall be to promote effective and consistent policies in metric conversion activities throughout the public and private sectors. The scope of the Committee's activities shall include, but not be limited to, standards, training, education and public information, weights and measures, consumer affairs, procurement, data collection, and Federal administrative procedures, as these relate to U.S. Government metric conversion activities.

Functions

The Committee, with respect to the internal operations of the Federal Government and in order to facilitate U.S. Government conversion to metric, shall:

1. Collect and analyze data as appropriate;
2. Provide Executive Branch liaison with the United States Metric Board, established by Section 5 of the Metric Conversion Act of 1975 (P.L. 94-168);
3. Prepare, as appropriate, recommended metric conversion plans and policies for the Federal Government in those areas where more than one Federal agency has a primary interest, such as transportation, consumer affairs, construction, procurement, weights and measures, and data collection;
4. Prepare, as appropriate, recommendations concerning the development of uniform Federal Government metrication policies, plans, and actions for interaction by Federal agencies with private sector, State, and local government interests engaged in metric activities;
5. Seek to identify needs and actions to strengthen coordination among Federal agencies in their metric conversion activities;
6. With the agreement of the agencies concerned, endeavor to resolve differences among Federal agencies serving on the Committee regarding their implementation of metrication when in the opinion of the Committee such differences are likely to inhibit efficient Federal Government or private sector conversion to metric; and

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7. Take steps to eliminate unnecessary duplication of Federal metric activities which may be performed outside the Federal Government.

Membership

1. The initial members of the Committee shall be:

Central Intelligence Agency

Civil Aeronautics Board

Commission of Fine Arts

Commodity Futures Trading Commission

Community Services Administration

Consumer Product Safety Commission

Department of Agriculture

Department of Commerce

Department of Defense

Department of Health, Education, and Welfare

Department of Housing and Urban Development

Department of Interior

Department of Justice

Department of Labor

Department of State

Department of Transportation

Department of the Treasury

Energy Research and Development Administration

Environmental Protection Agency

Export-Import Bank of the U.S.

**DRAFT**

Farm Credit Administration  
Federal Communications Commission  
Federal Energy Administration  
Federal Maritime Commission  
Federal Power Commission  
Federal Reserve System  
Federal Trade Commission  
General Services Administration  
Government Printing Office  
International Trade Commission  
Interstate Commerce Commission  
Library of Congress  
National Aeronautics and Space Administration  
National Labor Relations Board  
Nuclear Regulatory Commission  
Office of Technology Assessment  
Postal Service  
Securities and Exchange Commission  
Small Business Administration  
Smithsonian Institution  
Tennessee Valley Authority  
U.S. Information Agency  
Veterans Administration

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2. Other Federal agencies may become members of the Committee upon application to or by invitation from the Secretary of Commerce.
  
3. The Head of each Federal agency serving on the Committee shall appoint a responsible official whose rank shall be not less than a "Level IV" of the Executive Schedule (5 U.S.C. 5312-15, 5317) to serve as that Federal agency's metric policy official and representative on the Committee. Alternates, whose rank shall be not less than GS-17, may also be appointed. Exception to these grade level provisions may be authorized by the Secretary of Commerce upon request from the Head of the agency concerned. The Head of each Federal agency serving on the Committee shall inform the Secretary of Commerce of his appointed representative, and alternate if any. Appointments to the Committee shall be for an indefinite term.

#### Administrative Provisions

1. The Assistant Secretary of Commerce for Science and Technology shall be the Committee Chairman. The Deputy Assistant Secretary of Commerce for Product Standards shall serve as the alternate to the Committee Chairman and, where requested by the Chairman, will carry out specific responsibilities of the Chairman as assigned.
  
2. Meetings of the Committee shall be conducted only when a quorum is present at the commencement thereof. One-third of the membership of the Committee shall constitute a quorum.

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3. The Committee may establish an Executive Committee, subcommittees, and working groups as deemed appropriate. A Committee representative may bring experts from his Federal agency to Committee meetings to participate in discussions of particular items on the agenda. Upon receiving prior approval of the Chairman, Committee representatives may invite individuals who are not employees of their Federal agencies, including nongovernment consultants or observers, to participate in such discussions on an ad hoc basis.
4. The Committee may draft other administrative or operating procedures as necessary, consistent with its purpose and functions.
5. The Department of Commerce shall provide support services for the Committee, including the Executive Secretariat.
6. As may be necessary for carrying out the functions of this Committee, member agencies shall cooperate fully in endeavoring to furnish appropriate assistance to the Committee.

#### Annual Report

The Committee shall submit a progress report to the Secretary of Commerce at 12-month intervals after its establishment. This report should summarize the Committee's activities during the previous 12-month period and include a description of all recommendations formulated by the Committee and actions taken in response to such recommendations during the period covered.

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Duration

The Committee shall terminate two years from the date of this charter unless the Secretary of Commerce determines that continuation of the Committee is necessary.

Signed \_\_\_\_\_

Secretary of Commerce

Date:

UNCLASSIFIED CONFIDENTIAL SECRET

EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
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8	D/DCI/NI				
9	GC				
10	LC				
11	IG				
12	Compt				
13	D/Pers				
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15	DTR				
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17	AO/DCI				
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SUSPENSE		 Date			

Remarks: All prepare DCI responses.

STAT

Executive Secretary
16 Aug
Date

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EXECUTIVE SECRETARY FOR Commerce